



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 07-4, Clarification Of IRS Form W-2, Wage And Tax Statement, Cutoff Schedule

Date: February 13, 2007

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to provide further clarification of information included in Title I, Bulletin 06-29, Annual Payroll/IRS Form W-2, Wage And Tax Statement, Cutoff Schedule. Below is a listing of the four pay dates (for both electronic funds transfer and paper check) for the pay periods included in the tax year cutoffs for Tax Years 2007 and 2008.

Tax Year 2007 will contain 26 pay dates (Pay Period 25, 2006 through Pay Period 24, 2007), and Tax Year 2008 will contain 27 pay dates (Pay Period 25, 2007 through Pay Period 25, 2008).

However, both Tax Year 2007 and Tax Year 2008 will only contain 26 pay periods.

Tax Year 2007		
Pay Period	Electronic Funds Transfer (EFT) Pay Date	Paper Check Pay Date
25/2006	January 2, 2007	January 4, 2007
24/2007	December 17, 2007	December 20, 2007

Tax Year 2008		
Pay Period	EFT Pay Date	Paper Check Pay Date
25/2007	January 2, 2008	January 3, 2008
25/2008	December 29, 2008	December 31, 2008

Please refer questions about pay dates to the Payroll/Personnel Call Center at **504-255-4630**.

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